

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

3 June 2016

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16-074

POSITION: Wing Sexual Assault Response Coordinator (D2249000) (GS-0301-11) EXCEPTED POSITION

LOCATION: 101st Air Refueling Wing, Bangor, Maine

SALARY RANGE:

\$59,246 to \$77,019 per annum

CLOSING DATE: 20 June 2016

AREA OF CONSIDERATION: Area I - All permanent and indefinite Excepted Officer (**MAJ and below**) Technicians in the Maine Air National Guard and personnel with reemployment rights to MEANG positions.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

BASIC QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: practical knowledge of family programs, military community services, victim advocacy and/or associated functional areas. Must demonstrate knowledge of government, departmental, or other sexual assault, domestic abuse, victim advocacy reporting options, directives, regulations, and/or implementing guidance. **To qualify for the GS-11 SARC** positions, must have at least **six months** of military and/or civilian working experiences at an intermediate competency level in one of the personnel programs, family programs, or community service programs.

SPECIALIZED EXPERIENCE: Must have thirty-six (36) months experience for the GS-11 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-11

1. Knowledge of SAPR procedures in regard to understanding the physical and/or psychological trauma of sexual assault and the investigative and legal aspects of adult military sexual assault.
2. Knowledge of managing or responding to crisis intervention for sexual assaults.
3. Skill in developing, executing, and maintaining effective professional relationships; and, skilled in identifying potential problems and initiating problem-solving techniques.
4. Skill in presenting formal and informal program briefings to senior leaders.
5. Skill in instructing and facilitating the training of Sexual Assault Prevention and Response (SAPR) programs.
6. Knowledge of sexual assault and domestic abuse prevention policies, regulations, and statutory requirements in the military or civilian sectors.

EDUCATION REQUIREMENTS: In general, qualified applicants must have specific course work that meets the requirements for a major in a particular field; for example, psychology, social sciences, human resources, or education and, have at least 24 semester hours of college course work in the social sciences. Coursework or pertinent volunteer experience, in fields associated with those specified in the position description, are acceptable *only where it clearly* provides applicants with the background education and competency necessary for successful job performance such as, studies in the Social Sciences, Psychology, Education, Social Welfare, or Human Resources. **(Volunteer experience must include hours per week)**

NOTE: As applicable to the applicant's rank and military skill qualification and classification requirements, i.e. Branch, MOS, and AFSC, along with the required 24 semester hours of a specific field of study, as stated, all candidates must provide official education transcripts from accredited universities or colleges.

AIR NATIONAL GUARD OFFICERS: GS-11 Wing SARC Positions: Must have an undergraduate degree from an accredited college/university that included studies in one of the program disciplines as cited in the education requirements paragraph above.

NOTE ONE: To qualify an applicant for the SARC position, refer to the service classification directives to identify the specific military skill classification and awarding qualifications. A graduate degree requirement from an accredited civilian academic college or from an equivalent professional military education school is contingent upon the cited manpower position and its compatible military skill educational requirements. Some of the military skills that are identified as compatible and allowed for appointment to the SARC technician position,

NOTE TWO: Refer to the Air Force Officer Classification Directory (AFOCD) to identify the specific education and experience military skill classification and awarding qualifications.

ADDITIONAL QUALIFICATION REQUIREMENTS:

1. Because of the potential for legal or professional conflicts of interest, certain military occupational specialties cannot serve as SARCs or SAPR VAs. These military positions' professional duties for sexual assault response **conflict** with the duties required of the SARCs and SAPR VAs.

a. Chaplains and chaplain assistants are **NOT** appointed as the SARC or SAPR VA technicians because they have privileged communication granted in the Chaplain Program.

b. Law enforcement personnel are **NOT** appointed as SARC or SAPR VA technicians because they have confidential limits in their roles to seek and document the truth of the crime.

c. Judge advocates and paralegals are **NOT** appointed as SARC or SAPR VA technicians because their legal responsibilities conflict with SARC or SAPR VA duties and may involve prosecution or defense of alleged offenders.

d. Commanders are **NOT** appointed as SARC or SAPR VA technicians because their command responsibilities include focus on assessing the facts, functions, and accountability for both the offender and the victim; and, these command duties conflict with the SARC or SAPR VA duties that are focused only on providing support and resources to sexual assault victims.

e. Medical and Mental Health Providers are **NOT** appointed as SARC or SAPR VA technicians because their clinical roles and medical treatment work may require contact with a sexual assault victim; and, their clinical roles and their medical treatment duties and responsibilities directly conflict with the SARC or SAPR VA work requirements.

2. Prior to appointment, an applicant's military medical record must indicate a completed and current medical physical, medical profile, and completed/cleared drug test.

3. Must possess a valid state driver's license to operate government motor vehicles, for the state in which they live –or– are principally employed, in accordance with Army and Air Force Vehicle Operations Directives.

4. Must qualify to operate government motor vehicles and vehicular equipment according to Army or Air Force Vehicle Maintenance Operations Directives.

DOD QUALIFICATION REQUIREMENTS: Within 60 days of appointment to a Position of Trust and Moderate Risk, must have a favorable completion and awarding of a Tier 2 background investigation as directed by DoD and NGB to conduct duties and responsibilities as a Sexual Assault Response Coordinator (SARC); or, as a Victim Advocate Coordinator (SAPR VA).

In accordance with DoDI 6495.03, Defense Sexual Assault Advocate Certification Program (D-SAACP), September 2015, an applicant for a SARC –or– a SAPR VA technician position is **NOT qualified for hire appointment** if he or she has a qualifying conviction for a sexual assault crime and/or is registered as a sex offender.

THE DEPARTMENT OF DEFENSE SEXUAL ASSAULT ADVOCATE CERTIFICATION PROGRAM (D-SAACP) AND THE CERTIFICATION TRAINING COURSE

1. The National Guard SAPR Strategic Plan employs a multi-disciplinary approach to prevention, investigation, accountability, victim advocacy, and assessment to achieve unity of effort and purpose across the Department of Defense (DoD) in the fight against sexual assault.

2. Leaders at every level in the National Guard, officers and non-commissioned officers, commanders, soldiers, and airmen, must promote positive climates to elevate victim confidence to report incidents of sexual assault without fear of reprisal.

3. National Guard SARCs and SAPR VAs must meet the security background screening requirements and must favorably complete a Tier-Two (2) level background investigation, for a Position of Trust and Moderate Risk, **before** submitting the Defense Sexual Assault Advocate Certification Program (D-SAACP) Application.

4. Presently the HQ ARNG and the HQ ANG SAPR and SHARP offices conduct the specific DoD 80-hour course - Defense Sexual Assault Advocate Certification Program (D-SAACP).

5. All attendance requests are approved by the applicable HQ ARNG and the HQ ANG SAPR and SHARP program representatives and trainers.

6. **Within 60 days of appointment** as a SARC or SAPR VA Title 32 Technician, the qualified applicant must successfully complete the HQ ARNG and the HQ ANG SARC and/or SAPR VA initial 80-hour D-SAACP training course, which is approved and evaluated to meet the D-SAACP requirements.

7. **Within 120 days of appointment**, if not previously D-SAACP certified, once appointed as a SARC or SAPR VA, and **AFTER** the employee completes the 80 hour course program, the employee **must submit** the DD Form 2950, "Department of Defense Sexual Assault Advocate Certification Program Application Packet," that includes the D-SAACP training certificate and the favorable Security Clearance Tier 2 Background results, **the employee must be awarded the D-SAACP certification.**

8. The Tier 2 Security Clearance investigation must be conducted every five years, in accordance with the cited references.

9. Instructions concerning how to complete the form and where to submit are provided on the DD Form 2950.

10. The DD Form 2950 is located at the DoD Forms Management Program website at: <http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms2500-2999.htm>.

REQUIREMENTS FOR CONDITIONS OF CONTINUED SARC OR SAPR VA EMPLOYMENT

1. The incumbent must have a current Network License according to Army or Air Force Directives, Licensing Network Users and Certifying Network Professionals.

2. All National Guard Technician SARCs and SAPR VA Employees must comply with DODI 6495.03, September 10, 2015; or, the most recent DOD instruction published for the Defense Sexual Assault Advocate Certification Program (D-SAACP).

3. All National Guard Technician SARCs and SAPR VA Employees must meet the D-SAACP certification requirements to provide victim assistance services in the military community in accordance with DoDI 6400.07; or, the most recent DOD instruction published for the Defense Sexual Assault Advocate Certification Program (D-SAACP). GS-0301 SARC and SAPR VA Continued Employment and References – Continued On Next Page NGB Excepted Service Qualification Standard Series GS-0301 for SARC and VA Positions

4. The Tier 2 background investigations, for SARCs and SAPR VAs technician employees who hold positions of public trust and were hired before and after implementation of CNGBN 0401, National Guard Implementation of Defense Sexual Assault Advocate Certification Program, dated 24 April 2014, must be completed no later than April 20, 2018.

5. Every two years, the D-SAACP directs that all SARC and SAPR VA employees must show proof of 32 completed hours of formal continuing education training to retain D-SAACP certification.

COMPATIBILITY CRITERIA: 38PX

NOTE: Personnel who do not possess this AFSC must be prepared to attend the appropriate school.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA”. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors/Commanders please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 430-6013/COM (207) 626-6013 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M. SESSIONS

MAJ, EN

Human Resources Specialist

(Recruitment & Placement/Compensation)

PD released as part of PDR 15-1015 - WING SARC

This position is located in an Air National Guard (ANG) Wing directly supporting the Wing Commander's mission/vision/goals. This position is an Air National Guard dual status technician position that requires military membership, compatible military skill assignment and classification.

The primary purpose of this position is to administer and maintain the ANG Wing Sexual Assault Prevention and Response (SAPR) Program and serve as consultant to the Wing Commander/Vice Wing Commander (CC/CV).

1. PROGRAM MANAGEMENT/VICTIM SUPPORT SERVICES

Serves as the installation Sexual Assault Response Program Manager to comply with Department of Defense (DoD), Headquarters Air Force (HAF), and National Guard Bureau (NGB) requirements, developing and managing prevention and support programs and activities for sexual assault and victim needs, as directed by the commander. As the primary staff responsible for all related functions at the installation, manage, collaborate with, develops and maintains relationships directly affecting support provided to victims including (but not limited to) wing, state, or NGB victim assistance resources such as: Chaplains, Director of Psychological Health (DPH), Special Victim Council (SVC), NGB/A1 SAPR office, JFHQ SARC and VAC, wing and state judge advocate (SJA), Security Forces, First Sergeants, community support centers, such as rape-crisis centers, and state coalitions. Works with NGB and HAF SVC, Civilian Law Enforcement (CLE), Federal Bureau of Investigations (FBI), Office of Complex Investigations (OCI), Office of Special Investigations (OSI), etc. when necessary to provide an ANG perspective relative to victim care. Works directly for the wing commander and vice wing commander, and collaborates with state Joint Force Headquarters, NGB/A1 SAPR office, etc. to ensure full victim support and execution of primary prevention measures. Works directly with The Adjutant General, Assistant Adjutant General, state Staff Judge Advocate and Public Affairs Officer in the absence of the State Joint Force Headquarter (JFHQ) Sexual Assault Response Coordinator (SARC) and Victim Advocate Coordinator (VAC). Responsible for obtaining knowledge, educating, and executing SAPR program for all base personnel on SAPR benefits according to their particular duty status: T32 Active Guard Reserve, T32 Dual status Technician, T32 Non dual status Technician, State Active Duty, DoD T5 Civilian, contractor, T10 Active duty (for associate wings and co-located base), etc. Reviews available guidelines including state and federal laws, regulations, state Uniform Code of Military Justice (as applicable), the Manual for Courts-Martial (as applicable), and other DoD, CNGBI, and Air Force-wide regulations and policies. Develops, implements, and maintains an ANG installation victim support system which address a wide variety of issues and problems. Responsible for responding to serious, difficult, and complex social problems while confidentially assisting with processing restricted and unrestricted sexual assault medical Line of Duty (LOD). Assists victims of sexual assault in their effort towards the process of recovery, through advocacy and resource information performing duties which include but are not limited to crisis intervention, safety planning, referral, ongoing non-clinical support, and furnishing information on available options and resources to assist victims in making informed decisions regarding reporting options and care. The SARC is required to take initiative and use judgment to interpret policy for application to the installation's specific SAPR program and when managing complex and unusual cases, must be resourceful to deviate from traditional methods when guidance is broadly stated, incomplete, and/or inadequate. Ensures utilization of case management system as required by Department of Defense (DoD) Directive, Air Force Instruction (AFI) 90-6001 and Chief, National Guard Bureau (NGB) policy and guidance. Keeps the vice commander informed of issues, status of program, areas needing improvement, etc., as well as case management and installation climate. Notifies command, initiates coordination, and submits applicable reports (24hr reporting, SAIRO, CCIR, etc.) on reported sexual assaults with CC/CV to ensure completion of the command's responsibility to meet the eight day SAIRO reporting submission to state senior leaders and ANG MAJCOM CC. Contacts NGB/A1 SAPR

Sexual Assault Incident Coordinator within 24-hours of being notified of a sexual assault. Ensures victims are supported and continuity of care occurs without regard to the outcome of administrative or legal action including coordination with all offices and/or positions in accordance with all established regulations. Oversees and ensures immediate safety plan execution without putting oneself at risk. Develops a response system which may include a high risk sexual assault response team approach to responding to victim needs. Maintains up-to-date information and references to the various assistance from local organizations. Contacts and relationships directly affecting support provided to victims include (but are not necessarily limited to) on-base victim assistance sources such as chaplains and DPH and off-base resources such as health care facilities, crisis centers and community support groups. Other contacts necessary to carry out the installation's program include those with wing Security Forces, Judge Advocate General, the Office of Complex Investigations, and the First Sergeant. Incumbent functions as liaison to these various organizations for individual victims and for the overall program to ensure the availability of 24-hour victim advocacy services. Ensures victims are treated in a dignified, respectful, and considerate manner by all support agencies and/or personnel. On request of the victim attend court/administrative proceedings, medical appointments, civilian and/or military law enforcement interviews, or other events as necessary to support the victim, providing support in securing medical treatment for injuries; safe shelter; military and civilian protective orders; court orders; support before, during, and after trials; appointments; educational services; transportation; financial services; and any other services deemed necessary. Maintains support and follow-up contact with sexual assault victims throughout the lifecycle of the case assisting victims in prioritizing actions and establishing short and long term goal related to the recovery from sexual assault. Ensures that the administrative process is accurate and complete for victims being called back on Title 10 or Title 32 orders for medical care, court proceedings, etc. Coordinates with the appropriate offices to avoid the victim being dropped from care after obtaining approval from the victim if the victim transfers to another organization. Receives warm handoffs for victims transferring in or returning to the unit from another assignment (school, deployed location, etc.). Establishes protocol and procedures to ensure 24-hour notification of a trained volunteer victim advocate in all incidents of sexual assault, participation in safety planning, and in the establishment and modification of safety measures 24 hours each day and 365 days a year. Recruits, screens, interviews, selects and directs the Alternate Wing SARC and volunteer victim advocates from military members and/or ANG civilian employees in accordance with Equal Employment Opportunity principles and brief installation leadership of selections. Performs supervisory duties to installation SAPR team (Alternate SARC, VVA, SAPR facilitators, etc.) while serving in the capacity of a volunteer. Provides guidance and regular feedback on strengths and weaknesses regarding volunteer performance expectations. Ensures volunteers receive necessary education to comply with security, privacy, and confidentiality directives. Thoroughly and regularly briefs volunteers on their responsibilities and requirements for sensitivity and protection of the privacy of victims. Evaluates individual volunteer's level of knowledge and performance when executing SAPR responsibilities. Plans and schedules training, rotating response schedule and base projects, etc. to be accomplished by Alternate SARC, VVAs, and SAPR facilitators, adjusting priorities as needed. Ensures volunteers receive necessary education to comply with security, privacy, and confidentiality. Recognizes and takes immediate action to correct situations posing health or safety threats to victims, alternate SARC, and/or victim advocates (physical and/or emotional). Develops and administers volunteer recognition program, recommending and submitting awards as appropriate. Responsible for updating VVAs Special Experience Identifier (SEI) indicators, when earned, in personnel records. Tracks DoD Sexual Assault Advocate Certification Program (D-SAACP) credentialing status and ensure volunteers remain compliant with all National Organization of Victim

Assistance (NOVA) requirements. Prepares supporting documentation and initiates cancellation or revocation of D-SAACP credentials as required for volunteer victim advocates and alternate SARC. Attend NGB/A1 SAPR monthly telecom to receive monthly updates. Ensure the NGB/A1 SAPR database and Guard Knowledge Online is updated regularly as appropriate. Develops and implements a marketing plan for Sexual Assault Awareness and Prevention Month (SAAPM) and other related awareness events throughout the year. Manages the wing SAPR inspection checklist within the Air Force Inspection System. Coordinates with the State JFHQ SARC and unit Point of Contacts (POC) to establish Memos of Understanding (MOU) with appropriate civilian/military authorities and local/state community resources to ensure a desirable standard of care for National Guard personnel seeking off-base support. Member of the Installation Integrated Delivery System (IDS)/Community Action Information Board (CAIB) to facilitate shared prevention efforts and identified trends. Serves as the commander's consultant and coordinator for Wingman support activities involving the institutionalization of respect and the Air Force core values (integrity, excellence and service before self) throughout the spectrum of human relations activities. Seeks, analyzes, and documents input from interested parties about the program and makes recommendations to concerned program officials including the installation leadership, IDS and ANG program manager, as appropriate, for modifications in the Air Force and NGB programs and practices. Develops and implements communication strategy plans throughout the installation, expanding prevention and awareness of sexual assault. Develops plans, programs, guidelines, and budgets geared to the installation population and organization. Develops, manages, and budgets for prevention and response materials, office supplies, training and travel and requests funds from NGB/A1 SAPR to ensure viability of program. Ensure yearly financial plans are sent to NGB/A1 SAPR and FY ANG Financial Guidance is reviewed. Maintains expenditure reports and appropriate records according to laws, policies, and procedures.

2. TRAINING

Serves as POC for ongoing prevention education, delivery of mandatory training and assesses needs specific to the ANG installation population, tenant unit personnel, geographically separated unit personnel with Wing MPF ID, and ANG members assigned or attached to JFHQ as required. Develops and/or modifies the installation's plans, milestones, and evaluation measures (to include metrics) to ensure success in meeting goals and objectives planning for ongoing prevention education and training including for all base personnel, leadership, and all deploying personnel. Assists the installation leadership in identifying unit training needs unique to the Wing population (associate wing, geographically separated, etc.) and secures resources for or provides the training as required to meet the DoD, NGB, and Air Force's objectives. Assessments must include consideration of complicating factors at the installation to ensure processes; procedures and training are effective for all parties. Implements HAF SAPR prevention strategy programs relating to sexual assault, selecting target audiences for prevention services based upon trends, climate and/or personnel. Coordinates guest speakers, arranges announcements and marketing, and coordinates logistics for the various training activities. Identifies needs for sources of training and obtains or provides, while developing training opportunities for command emphasis on core values and positive behavior. Provides leadership, training, and oversight to trained facilitators when executing mandatory SAPR training. Ensures SAPR training (General, Annual, Deployment, Initial, Volunteer) is conducted in accordance with course requirements including minimum training hours and targeted audience. Monitors command climates trends and structures training to address founded issues for primary and secondary culture change through monitoring command climate at each echelon and assisting individual commanders with

identifying unit training needs. Works closely with Wing Plans Officer to execute all training when necessary. Assesses the ANG installation's need for establishment and/or modification of procedures, contacts, and training necessary to carry out the program. Ensures the development and implementation of prevention programs relating to sexual assault. Performs periodic needs assessment for initial or refresher victim advocate and alternate SARC training and responsible for providing and/or obtaining ongoing training. Provide NGB specific training relevant to the Wing and State volunteer victim advocates who received active duty initial training. Delivers NGB training for volunteer victim advocate continuing education as required. Provides SAPR updates to first responders during their annual functional community training. Maintains copies of all installation SAPR training records according to wing MICT inspection procedures. Provide new comers SAPR orientation briefing to new ANG recruits, new wing members and student flight. Provide pre-deployment briefings to all members as needed and conduct post-deployment SAPR reintegration training within 30 days of members returning from deployment. Provide SAPR briefing to new commanders while identifying trends unique to their organization.

3. ADVISORY

Serves as the installation commander's consultant for all sexual assault issues and represents the commander and vice commander on various installation committees, working groups, conferences, community meetings and state Case Management Group (CMG). As co-chair, assists the wing CC/CV with the wing monthly CMG. Keeps the wing CC/CV informed of issues, status of program, areas needing improvement, etc., as well as case management and ANG installation climate. Where DoD, NGB, and Air Force policy allow the victim confidential disclosure, provides the commander with non-identifying information allowed within regulation. Notifies vice commander of status of victim care and any assistance needed that is not being provided by base agencies. Work with state and/or local Public Affairs Officer on high profile reports of sexual assault. Coordinates with the regional SAPRAC representative to provide input to the national representative. Provides an out brief to wing CC/CV with EO regarding installation unit climate assessments. Develops opportunities for command emphasis on core values and positive behavior. Seeks, analyzes, and documents input from interested parties about the program and makes recommendations to concerned program officials including the vice commander, MAJCOM CC and headquarters level program managers, as appropriate, for modifications in the ANG program and practices. Evaluates procedures, results, relationships, and interactions to improve mission accomplishment, implement quality improvements, or in response to concerns about statutory and regulatory compliance and/or customer requirements. Serves as a member of the installation's Integrated Delivery System (IDS) and an advisor to the Community Action Information Board (CAIB) as the commander's consultant on institutionalizing core values throughout the Air Force, consults on and coordinates activities in other areas of human relation needing prevention efforts. May be assigned to collaborate with the DPH and provide expertise and coordination in other problems areas.

4. REPORTING

Manages the overall sexual assault reporting process and documentation for the wing program while keeping the JFHQ SARC and ANG SAPR program office updated. Manages case information of sexual assault; safeguards and retains all case file information in accordance with law. Coordinates with appropriate military and civilian agencies (including law enforcement), and CMG members, as

needed to ensure optimum victim care. Through the VVAs, ensure that victims are supported, that there is continuity of care without regard to the outcome of administrative or legal action, and that coordination is accomplished with all military and civilian resources that must respond to the victim's needs. Oversees the plan for and ensures the immediate safety and physical needs of the victim. Advises personnel on entitlements offered to personnel in the various duty statuses available to Guard members. Inputs and updates the Defense Sexual Assault Incident Database (DSAID) within 48-hours. Inputs and updates sexual assault case data for reports of sexual assaults from Title 32 and Airmen for statistical trends analysis and reporting to NGB for inclusion in the DoD Annual Report to Congress, POTUS report and all other reporting criteria in support of the DoD Lines of Effort for the SAPR program. Confidentially processes restricted sexual assault medical LOD documentation through the JFHQ SARC and works with the Medical Group to track unrestricted LODs which enables NGB to authorize medical services. Collects wing data and conducts trend analysis regarding incidents of sexual assault. Issues survey participation information for the DoD Survivor Experience Survey for submission to DoD to provide an assessment of overall SAPR Program success for feedback on victim/survivor care. Ensures reports of sexual assault are reported to the appropriate command levels in accordance with applicable regulations. Ensures that case information is disseminated on an official need-to-know basis and that confidentiality is maintained while keeping the appropriate members of the victim's chain of command informed of the process and victim's well-being. Publicizes and advertises reporting procedures for sexual assault in particular and ensures that volunteer victim advocates are thoroughly knowledgeable on appropriate referral resources. Assures availability of information on the full range of on- and off-base assistance available. Works with the appropriate agencies to ensure that the victim is kept reasonably informed if prosecution is on-going while coordinating with installation legal office. If the individual transfers to another installation, contacts the appropriate offices to avoid the victim being dropped from care. Coordinates with the Retention Office Manager to track statistics of personnel leaving the ANG due to experiencing a sexual assault. Meet with and offer services to victims of sexual assault that are leaving the ANG as a result of sexual assault prior to their exit interview and provides the victim with available services in the community offering to make initial contact. Keeps the vice wing commander informed of status of victim care and of assistance that cannot be provided readily by base providers. Collaborates with military and civilian law enforcement) to establish protocol and procedures to ensure 24-hour notification of a victim advocate in all incidents of alleged sexual assault, participation in safety planning, and in the establishment and modification of safety measures. Complicating factors at the installation, such as a population of civilian personnel and contractors who may not be eligible to utilize all base services, may result in an increased need to establish a stronger support network in the local community. Develops and maintains Memos of Understanding (MOU) with appropriate authorities and community resources to establish and ensure a desirable standard of care for ANG personnel seeking off-base support.